

New Hire Checklist

New Hire Orientation

☐	Office Walkthrough	Manager
☐	HR Orientation	HR/Receptionist
☐	Sexual Harassment/HR Video	Receptionist
☐	Paperwork filled out/FedEx/d	Receptionist
☐	Supervisor Meeting (expectations)	Supervisor

Account Setups

☐	Domain/Email accounts	Corporate IT
☐	IM account (email format)	Supervisor
☐	Email signature block	Supervisor
☐	Create File Record	Supervisor
☐	Create Nametag for desk	Receptionist
☐	Take picture for new hire Board	Receptionist
☐	Issue access card	HelpDesk
☐	Phone Extension/ACD login	HelpDesk

Overview

☐	Knowledgebase/SharePoint overview (JQR intro)	Supervisor
☐	Tickets/Reports overview	Supervisor

